

American Embassy, Amman

Vacancy Announcement

ANNOUNCEMENT NUMBER: 10 - 30

OPEN TO: All Interested Candidates

POSITION: Political Analyst (Training Level), FSN-8; FP-6*

OPENING DATE: April 29, 2010

CLOSING DATE: May 12, 2010

WORK HOURS: Full-time; 40 hours/week

SALARY: *Not-Ordinarily Resident: (Position Grade: FP-6)
*Ordinarily Resident: JD 10,658 p.a. (Position Grade: FSN-8)
(Training Level starting salary)

NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Amman is seeking an individual for the position of Political Analyst in the Political Office.

Incumbent of this position is a recognized professional who advises the Political Counselor and other Political Officers on a variety of important and sensitive matters related to Jordanian and regional politics. He/ She is staff member with no supervisory authority over other Political section locally employed staff (LES) members, serves as a team member for complex political reporting assignments, and is a regular source of guidance. The incumbent explains complicated political issues and trends to non-experts who do not necessarily have a background in the culture or languages of the host country or who may have recently arrived to begin their tours of duty. He/she collects information of critical importance for the conduct of U.S. diplomacy and foreign policy-making. The incumbent makes forecasts of possible outcomes of political developments based on expert-level knowledge of Jordanian political institutions, formal and informal power structures, political parties and personalities, and history. He/ she plays a key role in advising and making initial appointments on arrivals/departures of Embassy Political Officers, with a focus on those policy areas dictated by Congressionally mandated annual reports.

QUALIFICATIONS REQUIRED

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. Possession of a B.A. degree in Political Science, International Relations History, Journalism, International Law, Engineering, or other closely related field is required.
2. Two years of progressively responsible experience in political research and analysis, newspaper reporting of political developments, or a closely related field is required
3. Level 4 fluency in English and Arabic languages is required (level of language will be tested).
4. Must have good knowledge and use of MS applications; Word, Excel, PowerPoint and internet.
5. Must have broad, considerable knowledge of Jordanian political institutions, structure, political parties and system and historical development. Must also have broad knowledge of regional issues.
6. Must have ability to develop and maintain contacts with Jordanian officials, politicians, and religious figures across all sectors of Jordanian society.

SELECTION PROCESS

When equally qualified, Eligible Family Members and U.S. Veterans will be given preference. Therefore, it is essential that the candidates address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Currently employed U.S. Citizen EFMs who hold an FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
4. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment, unless currently hired into a position with a When Actually Employed (WAE) work schedule.

TO APPLY:

Interested applicants for this position should submit the following:

1. Application for Federal Employment (SF-171, OF-612); or
2. A current resume or curriculum vitae that provides the same information as an OF-612;
3. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application. For more information on Veteran's Preference, go to <http://www.opm.gov/veterans/>
4. Any other documentation (e.g. essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION TO

Human Resources Office

Telephone: 5906000

FAX: 5931598

Applications can also be submitted electronically through **AmmanEmployment@State.gov**

DEFINITIONS

1. AEFM: A type of EFM that is eligible for direct hire employment on either a Family Member Appointment (FMA) or Temporary Appointment (TEMP) provided s/he meets all of the following criteria:
 - U.S. citizen;
 - Spouse or dependent who is at least age 18;
 - Listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed at a U.S. Foreign Service post or establishment abroad with a USG agency that is under COM authority;
 - Is resident at the sponsoring employee's or uniform service member's post of assignment abroad, approved safehaven abroad, or alternate safehaven abroad; and
 - Does not receive a USG annuity or pension based on a career in the US Civil, Foreign, or uniform services.
2. EFM: Family Members at least age 18 listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed to a U.S. Foreign Service post or establishment abroad with a USG agency that is under COM authority who do not meet the definition of AEFM above.

3. Member of Household: A MOH is a person who: 1) Has accompanied, but is not/not on the travel orders of a U.S. citizen Foreign or Civil Service employee or uniform service member permanently assigned to or stationed at a U.S. Foreign service post or establishment abroad; 2) Has been declared by the sponsoring employee to the Chief of Mission as part of his/her household; and 3) Resides at post with the sponsoring employee.
4. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required work and/or residency permits for employment in country.
5. Not-Ordinarily Resident (NOR): Typically NORs are U.S. Citizen EFMs and EFMs of FS, GS, and uniformed service members who are eligible for employment under an American USG pay plan, on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

CLOSING DATE FOR THIS POSITION: May 12, 2010

An Equal Opportunity Employer

The U.S. Mission in Jordan provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.